



**DEFENSE LOGISTICS AGENCY**  
DEFENSE REUTILIZATION AND MARKETING SERVICE  
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BATTLE CREEK, MICHIGAN 49017-3092

IN REPLY  
REFER TO

DRMS-B

To Whom It May Concern:

In the past your school has received excess Information Technology (IT) equipment from the Department of Defense (DoD) as part of the Computers for School program. As of July 14, 2003, Computers for Schools will now be known as the **Department of Defense Computers for Learning (DoD CFL)** program and will be managed by the Defense Reutilization and Marketing Service (DRMS). The **DoD CFL** program will oversee the transfer of excess DoD IT equipment to schools as provided for in Executive Orders 12999, 13096, 13230, 13270, and 13256.

The Department of Defense continues to improve its business operations by identifying and implementing business reform actions. In order to support this effort, DoD is making changes to the process by which excess IT equipment will be handled within DoD.

Some questions you may have:

- a. **What does this mean for my school?** Schools that participated with DoD in the past year will experience very little change in the transfer of IT equipment. The only change you will notice pertains to the web site displaying a listing of available excess IT, and the requirement to access the DoD CFL website and complete the required school information.
- b. **Can I still work directly with the DoD Activity as I always have?** Yes. The relationship between schools and the local DoD Activities will remain the same and is highly encouraged by DoD. Once your school has completed the required information on the DoD CFL website, the school will then be able to receive IT equipment.
- c. **Will I be able to view a listing of excess equipment from which I can make requests for my school?** Yes. DRMS has a website you may use to view all applicable DoD excess equipment and to submit a request for equipment needed.

One of the major changes in the **DoD CFL** program is the requirement to access the DRMS website and update the information pertaining to your school and provide an email account DRMS can use to communicate with your school. Upon completing the information



required, your school will then be eligible to receive transfers of IT equipment from DoD. Upon entering the DRMS website, completing the following will take approximately 5 minutes:

- a. Access the DRMS website **DoD Computers for Learning**, located at [https://www.drms.dla.mil/cfl\\_online/](https://www.drms.dla.mil/cfl_online/)
- b. Select "School, College, University, or Educational Non-Profit"
- c. Select "Register your school or find out if your school is currently registered"
- d. Enter your schools NCES number **or** enter the State and first letter of the school name
- e. Select your school
- f. Complete all of the requested information
- g. Select the "Submit" button

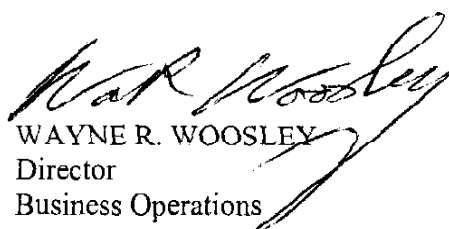
Once you have completed the update of your school profile, you will be able to use the **DoD CFL** website to:

- a. View and request excess IT equipment located within the United States.
- b. View all transfer requests made within the **DoD CFL** program for your school.
- c. Cancel requests (before receipt) that no longer fit the schools requirements.

DRMS looks forward to working with your school to make the **DoD CFL** program a valuable tool to be used to ensure the success of your educational program.

Should you have any questions concerning the **DoD CFL** please give our Customer Service a call at 1-888-352-9333 or you may email them at [Custservice@dlis.dla.mil](mailto:Custservice@dlis.dla.mil)

Sincerely,

  
WAYNE R. WOOSLEY  
Director  
Business Operations